



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/30/2014	Employee Requisition Number ER-15006	JOB OPPORTUNITY	
Title/Position: ADMINISTRATIVE ASSISTANT			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Okmulgee	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Administrative Assistant will aid in the logistics of the program and provide accounting assistance for the Yuchi language program. Primary responsibilities would be to prepare regular financial reports and purchase equipment and supplies and provide office management as an interface between staff, students, schools and administration. This position is responsible for ensuring that funds are properly drawn for the operations of the program and will prepare check requests and other accounting duties for the program. A part of this position is to collect and manage attendance sheets of students and other documentation necessary to track progress toward each of the results and benefits expected.
Principal Duties and Responsibilities:	Provide financials for funds provided for the program. Purchase equipment and supplies throughout life of program. Collect and manage necessary documentation to track progress toward each of the results and benefits expected. Assist with project activities by performing necessary administrative functions. Answer phones and coordinate communication with students, parents, schools, and administration of program. Maintain established operating systems and filing systems appropriate for specific administrative tasks. Perform other related administrative duties as required.
Minimum Requirements:	At least two (2) years experience in accounting with substantial use of computer systems. Demonstrate an active commitment to Native language revitalization.
Preferred Requirements:	An Associates degree, additional studies in accounting and experience in office management, typing skills of at least 50wpm. Ability to perform word processing and use database systems at intermediate to high level of performance. Must be able to work effectively with project staff and tribal members in the community.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	



Muscogee (Creek) Nation

Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☐ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.